



COMMUNITY FESTIVAL
and
SPECIAL EVENT
APPLICATION
CITY OF MARIETTA

PARKS, RECREATION & FACILITIES DEPARTMENT

1. Name of Organization _____
Address _____
Phone Number _____ Fax Number _____
e-mail address/website _____
2. Name of Applicant _____
Address _____
Phone Number _____ Fax Number _____
3. Name of Festival _____

4. Purpose of Event _____

5. Location of Festival _____
6. Sponsor of Festival _____
7. Rain Policy _____
8. Festival Date _____
Set-up Time _____ Tear down Time _____
Hours Participants Attend _____
9. Is this the first time for this event? yes _____ no _____

If no, how many years _____
Previous year's attendance _____ Projected attendance _____
10. Will any signs/banners be hung? yes _____ no _____
Banner wording and location _____

11. Is the festival more than 4 hours? yes _____ no _____

For Parks and Recreation Use Only

date received _____ received by _____ SE review _____ DH review _____
initial/date initial/date

approved _____ date _____ denied _____ reason _____

Payments Received _____ PF # _____ Insurance _____ RFC Done _____

12. How do you plan to publicize this event? _____

13. Will there be entertainment or music? yes _____ no _____
Describe performances _____

- Include a schedule (tentative is acceptable) of the day's events
14. List any electrical needs. (will you be using a DJ, sound equipment, stage lighting, or three phase power?) Be as specific as you can, so we can contact our electrician if necessary. There are 5 power boxes behind the stage. Each box contains 4, 20 amp circuits for a total of 80 amps per box.

Who is responsible for clean-up?. (Trash must be taken to nearby city dumpster(s) by applicant.)

Name _____
Address _____
Phone Number: day _____ night _____
Fax Number _____

16. Will additional trash receptacles be needed? yes _____ no _____
17. Are you requesting a permit for alcohol? yes _____ no _____
If yes, who will be named on beverage license _____

18. Is a parade/demonstration planned in connection with this event?
yes _____ no _____
Separate permit is required through the Marietta Police Department

19. Do you require security? yes _____ no _____
Describe your needs _____

- Contact the Marietta Police Department

20. Is food to be sold? yes _____ no _____
List food items for sale _____

- List other items which will be sold _____
Contact the Cobb County Environmental Health Department for temporary food service permit.

21. Do you plan to set up any temporary structures? _____
Describe. List size, purpose and location _____
